

QAR Team Meeting Feb 14, 2011

Next Meeting –Feb 21, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	
Susan	Rahimpour	QAE	X
Jim	Rife	TD	
Don	Rohde	AD	
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1	S/CI to be discussed. Jed to talk with Joel Kofron to see about extending training dates.			
2				
3				

Updates:

Assurance Council: N/A

ES&H: N/A

WDRS: Suggestions made from last week were incorporated with the OJT program. It was suggested that the program be demonstrated before discussing the documentation requirements for OJT. The program dispels many misconceptions.

BSS: N/A

Assessments: FESS draft is done & TD report is under review for accuracy. ES&H interviews were completed. S/CI issues observed during assessments were discussed.

Graded Approach: N/A

Process Improvement: N/A

Agenda for today: Records Management Q&A with Heath O'Connell & Kathryn Duerr.

Questions list:

- What is the difference between Active & Inactive records?
An "active" record is a record that you are using to do your job. An "inactive" record is a record that you no longer need to do your job.
- How a does a record change from active to inactive & how is it triggered?
A record changes from "active" to "inactive" once the record owner decides that they no longer need the record to do their job.
- Termination records were also clarified. Termination records are records that people terminated from Fermilab may have.
- What are the File Custodian's & Records Coordinator's responsibilities?
The Records Coordinator's responsibilities include maintaining a database of all of their D/S/C records, knowing which departments of their D/S/C create which records and who maintains them, updating the Records Manager on all changes to file plans and records contacts for their D/S/C, processing all termination notices sent to them from the Records Manager, destruction of records according to the DOE Retention Schedules, and cooperating in all FOIA requests.

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- What procedures should be followed for electronic records and what constitutes an electronic record?
All records are considered "media neutral", there is no distinction between paper or electronic.
- What is the difference between official records and copies of records?
We don't have "official records" just permanent records and copies of records. Permanent records are subject to DOE Retention Schedules. Copies of records are also subject to DOE Retention Schedules, but have a much shorter retention period.

NOTES:

Tom Gehrke
Meeting adjourned – duration 65 min